G. R. S. 58]

Previous references.

LB File No. 249 -14

1915.

(Local B 2)

Serial Nos. 1

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1. V

Part B for May 1915

SUBJECT.

Instructions for minimising lapses ~~for public~~ in Budget grants for Public works.

G.O No 923/-52. D. 22. 5. 15.

Issues instructions for minimising lapses in Budget grants for public works.

GPB—8,500—21-7-14

B Barnes 22/6/15

R. S. 12]

General and Revenue Secretariat.

L. B File No. ~~Mis. 114~~ 249 of 1914.

Serial No.

3. Typed draft subd

Dft
(66)
17/2/15 Dr Secy 4/

4. Typed copy of a revised draft is subd
Dft 18/2/15

Draft may be approd
A

2nd Member
Dewan

5639
24-2-15

5 A very desirable order
may be approved
Secy
23/2

A
4/2

6 I should like to have a draft compressed to about one-third of its present size - Will Mr D'Souza again kindly attempt it?
2.5.15.

7. I have curtailed the draft as directed - Without essential omissions I find it difficult to reduce it further
Draft as revised may be apd
A
5/5/15

2nd Member
Dewan

I don't think it is advisable
to curtail reduction

Secy
7/5

NOTE—Contn. sheet.

GPB—25,000—2-11-14

G. R. S. 12]

General and Revenue Secretariat.

L.B File No. 249 of 1914.

Serial No.	
1	The Dy Comrs and Presdt of Mncl and Dt Bds, the comptroller & Revenue No. 9231-52 of 22-5-15. Issues in- structions for minimising Lapses in budget grants for public works.

NOTE—Contn. sheet.

GPB—25,000—22-3-15

(3) As works for which estimates are sanctioned in one year, may be carried out in the following year without further sanction a sufficient number of sanctioned estimates should be kept ready in advance.

(4) Works once commenced should be carried on from year to year until completion without interruption, fresh works being undertaken only with due regard to the requirements of incomplete works.

(5) No work costing less than Rs.500 should be left incomplete for more than one year after it was started and all other works should be completed within two years of their commencement.

(6) Payment being limited to the quantity of work actually done, as many works as possible should be started, provided the budget provision is sufficient to meet payments of all bills during the year and the conditions laid down in rule 5 above are satisfied.

(7) Payments to contractors should be made promptly. Measurements should be checked frequently and payments for actual work done made from time to time, provided sufficient progress is shown at the time of each bill.

(8) Bills should be prepared with care and be free from mistakes. They should not be returned without proper reasons.

(9) The progress of each individual work of importance should be considered at the meetings of the Local Bpdies concerned and a review of the progress of all works made once a quarter and compared with the programme.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. 9231-52—L. B. 249-14-1, dated 22nd May 1915

Lapses in Budget Grants.

Issues instructions for minimising—for Public Works.

GPB—4-6-15—400

9

No. 9231-52—L. B. 249-14-1, DATED 22ND MAY 1915.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

Order No. 9231-52—L. B. 249-14-1, dated 22nd May 1915.

Owing to various causes, such as the absence of regular programmes, want of satisfactory arrangements for preparation of estimates, supervision of works and completion of incomplete works, it is observed that large amounts are allowed to lapse every year in the budget grants under "public works executed by Civil Department" in the case of almost every Municipal body and District Board. The following instructions are issued with a view to prevent these lapses:—

(1) Each local body should maintain a list of all important Local Fund and Municipal works which are needed. (*Vide* G. O. No. G. 6345-93—G. M. 259-14-1, dated the 18th December 1914.)

(2) In addition to this list, there should be a complete programme of all works to be executed during a year, and a rough programme of works for three years so that if for any reason works included in the yearly programme cannot be undertaken or savings are likely, suitable additional works may be selected without difficulty.

(3) As works for which estimates are sanctioned in one year, may be carried out in the following year without further sanction, a sufficient number of sanctioned estimates should be kept ready in advance.

(4) Works once commenced should be carried on from year to year until completion without interruption, fresh works being undertaken only with due regard to the requirements of incomplete works.

(5) No work costing less than Rs. 500 should be left incomplete for more than one year after it was started, and all other works should be completed within two years of their commencement.

(6) Payment being limited to the quantity of work actually done, as many works as possible should be started, provided the budget provision is sufficient to meet payments of all bills during the year and the conditions laid down in Rule (5) above are satisfied.

(7) Payments to contractors should be made promptly. Measurements should be checked frequently and payments for actual work done made from time to time, provided sufficient progress is shown at the time of each bill.

(8) Bills should be prepared with care and be free from mistakes. They should not be returned without proper reasons.

(9) The progress of each individual work of importance should be considered at the meetings of the Local Bodies concerned, and a review of the progress of all works made once a quarter and compared with programme.

2. The services of non-official members of Local Bodies should be utilized in helping the Local Officers to secure the utmost progress in the execution of works. Deputy Commissioners, Assistant Commissioners and other officers officially connected with Local Bodies should keep themselves in touch with the progress of works and see that inspection of works and preparation of bills are promptly made. All cases in which the lapses exceed 20 per cent should be reported